

**INSTRUCTIONS FOR
DEVICE CERTIFICATE
CHANGE OF REGISTRATION INFORMATION
FORM NO. RWM-701**

All changes must be reported to TDA within 10 days. You are not required to complete this form, and there are no additional fees due if you are replacing an existing device with one of the same type.

SECTION A

1. VERIFICATION INFORMATION

Enter your Full Legal Business Name, TDA Client Number, and TDA License Number.

SECTION B

1. DEVICES TO ADD

- Complete this section if you need to add commercial devices to your location.
 - Indicate the number of each device type you wish to add in the space provided.
 - Calculate the total fees for each device type by multiplying the fee per device by the number of devices added. Indicate the sum of all total fees for each device type in the space marked Total Fees Due.
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SECTION C

1. DEVICES TO REDUCE

- If you are reducing the number of commercial devices at your location, indicate the number of each device type you wish to reduce in the space provided.
 - Fee changes will be reflected on your next renewal statement.
 - No refunds can be made for devices removed from commercial use.
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(cont'd)

SECTION D

NOTE: Texas Department of Agriculture only accepts checks, cashier's checks, or money orders.

1. PAYMENT

Check method of payment. Enter check number or money order number. See fee table for payment information. Enter amount remitted.

Please remit to: Texas Department of Agriculture, P.O. Box 12076, Austin, Tx. 78711-2076.

Device Type	Fee per Device	No. Devices Added (+)	Total Fees
Fuel Pump – Gasoline (one product per nozzle)	\$12.30 ^a		
Fuel Pump – Diesel or other non-gasoline product (one product per nozzle)	\$ 9.80 ^b		
Fuel Pump – E85 – Fuel Ethanol (one product per nozzle)	\$ 9.80 ^b		
Fuel Pump (multiple products per nozzle)	\$36.40 ^c		
Bulk Meter (rated flow 20 GPM – 100 GPM)	\$45.80 ^d		
Bulk Meter (rated flow > 100 GPM)	\$45.80 ^d		
Liquid Petroleum Gas (LPG) Meter	\$40.00		
Scale (0-4,999 pound capacity)	\$20.00		
Ranch Scale (5,000 pounds and up)	\$20.00		
Livestock Scale (5,000 pounds and up)	\$215.00		
Truck Scale	\$215.00		
Other Scale (5,000 pounds and up)	\$150.00		
TOTAL FEES DUE \$			
^a Fee includes applicable motor fuel testing fee of \$3.30 (Calculation: \$9.00 device registration fee + \$3.30 motor fuel testing fee) ^b Fee includes applicable motor fuel testing fee of \$0.80 (Calculation: \$9.00 device registration fee + \$0.80 motor fuel testing fee) ^c Fee includes applicable motor fuel testing fee of \$9.90 (Calculation: \$26.50 device registration fee + \$9.90 motor fuel testing fee) ^d Fee includes applicable motor fuel testing fee of \$0.80 (Calculation: \$45.00 device registration fee + \$0.80 motor fuel testing fee)			

SECTION E

1. SIGNATURE

After reading the summary, print and sign your name, and date the form. Your signature here indicates that you have read the summary and that you are aware of your responsibilities regarding the issuance of the requested license.

SECTION F

Please note that an incomplete application may result in processing delays.

1. CHECKLIST

Check all boxes to verify you have completed the application process and attached/enclosed the necessary items (e.g., payment, reports, schedules, labels, etc).